

1. CIR./DIST./ DIV. CODE		2. PERSON REPRESENTED		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER		5. APPEALS DKT./DEF. NUMBER	
6. OTHER DKT. NUMBER		7. IN CASE/MATTER OF <i>(Case Name)</i>		8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal	
9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other		10. REPRESENTATION TYPE <i>(See Instructions)</i>			

11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) *If more than one offense, list (up to five) major offenses charged, according to severity of offense.*

### REQUEST AND AUTHORIZATION FOR TRANSCRIPT

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED *(Describe briefly)*

13. PROCEEDING TO BE TRANSCRIBED *(Describe specifically)*. NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).

14. SPECIAL AUTHORIZATIONS

JUDGE'S INITIALS

A. Apportioned Cost \_\_\_\_\_ % of transcript with *(Give case name and defendant)*

B. ☐ Expedited    ☐ Daily    ☐ Hourly Transcript    ☐ Realtime Unedited Transcript

C. ☐ Prosecution Opening Statement   ☐ Prosecution Argument   ☐ Prosecution Rebuttal  
☐ Defense Opening Statement   ☐ Defense Argument   ☐ Voir Dire                      ☐ Jury Instructions

D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

15. ATTORNEY'S STATEMENT

As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Telephone Number: \_\_\_\_\_

☐ Panel Attorney    ☐ Retained Attorney    ☐ Pro-Se    ☐ Legal Organization

16. COURT ORDER

Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.

\_\_\_\_\_  
Signature of Presiding Judge or By Order of the Court

\_\_\_\_\_  
Date of Order

\_\_\_\_\_  
Nunc Pro Tunc Date

### CLAIM FOR SERVICES

17. COURT REPORTER/TRANSCRIBER STATUS

☐ Official    ☐ Contract    ☐ Transcriber    ☐ Other

18. PAYEE'S NAME AND MAILING ADDRESS

19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE

Telephone Number: \_\_\_\_\_

20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original						
Copy						
Expense <i>(Itemize)</i>						

**TOTAL AMOUNT CLAIMED:**

21. CLAIMANT'S CERTIFICATION OF SERVICE PROVIDED

I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment *(compensation or anything of value)* from any other source for these services.

Signature of Claimant/Payee \_\_\_\_\_

Date \_\_\_\_\_

### ATTORNEY CERTIFICATION

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

\_\_\_\_\_  
Signature of Attorney or Clerk

\_\_\_\_\_  
Date

### APPROVED FOR PAYMENT — COURT USE ONLY

23. APPROVED FOR PAYMENT

\_\_\_\_\_  
Signature of Judge or Clerk of Court

\_\_\_\_\_  
Date

24. AMOUNT APPROVED

## **CJA FORM 24 INSTRUCTIONS**

### **AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT**

The attached form is a .pdf fillable form that should be completed by the attorney, Items 2-15, prior to submitting to the Court for approval. If additional space is needed to complete an item, please attach a continuation sheet to the form.

- Item 2.           **PERSON REPRESENTED:** Give the full name of the person whom representation is being provided (i.e., the person whom transcript services are requested). Only one name should be entered in Item 2 “Person Represented.”
- Items 3-6.       **DOCKET NUMBERS:** Provide the case file number or miscellaneous number of the case for which representation is provided. Enter the number using the last two digits of the calendar year (YY), the sequential number assigned by the court (NNNNNN), and the defendant number (DDD) if applicable. Thus, the docket number format is YY-NNNNNN-DDD. Complete a separate voucher for each transcript requested. Prorate the total transcript cost among the cases when costs are shared or apportioned. Cross reference all related claims for which costs are prorated or apportioned.
- Item 7.           **IN CASE/MATTER OF (CASE NAME):** In criminal cases, enter *U.S. vs. Defendant’s name*. If it is a multiple defendant case, give the case cite as provided on the information or indictment. (e.g. *U.S. vs. Lead Defendant’s name, et al*). If the person represented is not a defendant (e.g. material witness), enter the first named defendant in the court’s recording of the case. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent’s title. If other than a criminal or civil case (i.e., miscellaneous matters), enter “*In the Matter of*” followed by *the Name of the Person Represented*.
- Item 8.           **PAYMENT CATEGORY:** Check the appropriate box that defines the statutory threshold for this representation type. If “Other” payment category is checked, specify the category within the scope of the Criminal Justice Act (CJA).
- Item 9.           **TYPE PERSON REPRESENTED:** Check the box that categorizes the legal status of the person represented.

- Item 10. REPRESENTATION TYPE: This is a drop down menu with the descriptions of the type of representation listed below:
- CC A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the U.S. Code, or an assimilated crime under a state code.
- NT A new trial either directed from the court of appeals on remand or as a result of a mistrial
- MA Motion attacking a sentence (28 U.S.C. § 2255)
- MC Motion to correct or reduce sentence (Fed. R. Crim. P. 35)
- HC Habeas Corpus, non-capital (28 U.S.C. § 2254)
- BP Bail Presentment
- WI Material Witness
- WW Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)
- PR Probation Revocation
- PA Parole Revocation
- SR Supervised Release Hearing
- EW Extraordinary Writs (Prohibition, Mandamus)
- CH Mental Competency Hearings (see Chapter 313 of Title 18 U.S. Code)
- PT Pretrial Diversion
- EX Extradition Cases (Foreign)
- OT Other Types (e.g., line ups, consultations, prisoner transfer, etc.)
- TD Appeal of Trial Disposition
- CA Other Types of Appeals
- AP Appeal from Magistrate's Decision
- Item 11. OFFENSE(S) CHARGED: Cite the U.S. Code, title and section, of the offense or offenses for which the person represented is charged. If a death penalty case, cite the charge for which the death penalty is being sought. If a civil matter, such as a capital habeas representation or motion attacking sentence, cite 28 U.S.C. § 2254 or 28 U.S.C. § 2255, respectively.
- Item 12. PROCEEDINGS IN WHICH TRANSCRIPT IS TO BE USED: Describe briefly the nature of the proceeding or other purpose for which the transcript is required (e.g., motion hearing, trial preparation, trial, appeal).
- Item 13. PROCEEDINGS TO BE TRANSCRIBED: Describe specifically the type of proceedings to be transcribed (e.g., preliminary hearing, arraignment, plea, sentencing, trial, motions, parole or probation proceedings, state court proceedings, deposition).

Item 14. SPECIAL AUTHORIZATIONS (services other than ordinary transcript): The following services are permitted only if the judicial officer gives special authorization (initialed by the judicial officer where required on the form):

**A. Apportionment of Transcript Cost.** The Judicial Conference has stated that the total cost of accelerated transcript services should not be routinely apportioned among parties.

**B. Types of Transcripts:**

**Note: All but ordinary transcript services, to be delivered within 30 days after receipt of an order, require special prior judicial authorization.**

(1) **Expedited**—to be delivered within 7 calendar days after receipt of an order.

(2) **Daily**—to be delivered following adjournment and prior to the normal opening hour of the court on the following morning, whether or not it is an actual court day.

(3) **Hourly**— ordered under unusual circumstances to be delivered within 2 hours.

(4) **Realtime Unedited Transcript**— to be delivered electronically during the proceedings or immediately following adjournment.

**C. Trial Transcripts**— In the absence of special prior authorization, trial transcripts shall exclude the prosecution opening statement, the defense opening statement, the prosecution argument, the defense argument, the prosecution rebuttal, the voir dire and jury instructions.

**D. Multi-Defendant Cases**— According to Judicial Conference policy, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants in multi-defendant cases. Arrangements should be made for duplication of enough transcript copies, at commercially competitive rates, for each CJA defendant for whom a transcript has been approved. The cost will be paid from CJA funds. This policy does not preclude the court reporter from providing copies at the commercially competitive rate. In addition, the court may grant an exception to this policy based upon a finding that application of the policy will unreasonably impede the delivery of accelerated transcripts to persons proceeding under the CJA. See paragraph 3.12C of the CJA Guidelines.

Item 15. ATTORNEY'S STATEMENT: The court appointed counsel or the person proceeding pro se under the CJA must sign and date the affirmation statement, and print or type the signatory's name. Check the appropriate box to designate your status as a CJA panel attorney, a retained attorney whose client is unable to afford the cost of the transcript service, a person who qualifies for representation under the CJA but who has chosen to proceed pro se, or an attorney from a legal organization (bar association, legal aid agency, or community defender organization not receiving a periodic sustaining grant under the CJA).

Items 16-24 TO BE COMPLETED BY THE COURT